

**Mono County  
Community Development Department**

P.O. Box 3569  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
inspection hotline: 924-1827  
commdev@mono.ca.gov

**Building Division**

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5430, fax 932-5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**CONSTRUCTION APPLICATION**

Please fill in all information accurately and completely to avoid possible delays in processing:

- ☐ Single-family residence   ☐ Living addition   ☐ Remodel   ☐ Garage addition  
☐ Deck/porch   ☐ Accessory buildings   ☐ Electrical/mechanical   ☐ Other \_\_\_\_\_

1. **OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_

JOB SITE \_\_\_\_\_ ASSESSOR'S PARCEL # \_\_\_\_\_

2. **APPLICANT/AGENT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

3. **CONTRACTOR** \_\_\_\_\_ **OR** ☐ **OWNER/BUILDER**

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTRACTOR LICENSE # \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

4. **ENGINEER/ARCHITECT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

5. **PLAN DESIGNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

THE APPLICANT WARRANTS THAT the foregoing is true, and if any of this information is found to be incorrect, the permit may be revoked.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

=====

Building Division use: Plan Check # \_\_\_\_\_ Plan Check Fee \$ \_\_\_\_\_ Received by \_\_\_\_\_

## MINIMUM REQUIREMENTS FOR PLAN SUBMITTAL

Submittals CANNOT be accepted without the following applicable items (definitions follow):

### GENERAL:

1. ☐ Completed applications
2. ☐ Structural calculations (2)
3. ☐ Energy calculations (2)
4. ☐ Sets of plans (3); single-family residence (4). Each plan set should include a site plan.
5. ☐ Architect or engineer's stamp
6. ☐ If in a Specific Plan area, incorporate applicable Specific Plan conditions into the project

**\*NOTE:** If required by CC&Rs, submit plan to architectural review board

### SITE PLAN:

7. ☐ Project location and owner information
8. ☐ Compass bearing w/north arrow and site plan drawn to scale
9. ☐ Lot coverage calculation
10. ☐ Location and dimensions of driveway and parking areas
11. ☐ Location of proposed and existing structures
12. ☐ Outside dimensions of proposed structures
13. ☐ Projected roof plan showing pitch of all portions of roof
14. ☐ Setbacks from all structures, projections, propane tanks, etc. to property lines
15. ☐ Lot dimensions and property lines
16. ☐ Existing site topographical contour lines at min. 2' vertical intervals
17. ☐ Project grading, including topography for any proposed cuts or fills
18. ☐ Easements, rights of way, edges of pavement, and adjoining streets
19. ☐ Site section view from center of street through rear of structure noting structure heights
20. ☐ Location of all utilities and points of connection
21. ☐ Location of natural features; i.e., streambeds, lakes, ponds, wet areas/marshes, rock outcroppings

### ARCHITECTURAL/STRUCTURAL PLANS:

22. ☐ Drawn to scale w/scale noted on all sheets and details
23. ☐ Floor plans
24. ☐ Electrical plan
25. ☐ Foundation plan
26. ☐ Framing/Structural plans
27. ☐ Elevations
28. ☐ Section views

*I hereby attest that I have submitted all of the applicable items above.*

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

*More on back...*

## DEFINITION OF REQUIREMENTS

### GENERAL:

1. **Completed applications:** All projects require a building permit application. Some will also require applications and/or approval from other departments such as Environmental Health, Public Works, etc. The agencies and approvals involved will depend on the type and scope of the project.
2. **Structural calculations:** All new construction and alterations involving adding or modifying structural members require vertical and lateral load calculations. Calculations must be wet stamped and signed by an engineer licensed in the state of California.
3. **Energy calculations:** All new construction and alterations involving adding additional square footage to an existing structure require Title 24 energy calculations.
4. **Plans:** Three complete sets of plans are required for the plan check process.
5. **Architect or engineer's stamp:** All plans must be wet stamped and signed by an architect or engineer licensed in the state of California.
6. **Manufactured home** setup manual and/or specification sheets: Provided by manufacturer.
7. **If in a Specific Plan area,** incorporate applicable Specific Plan conditions into the project.

**SITE PLAN:** The following items need to be included on your site plan. Use the attached site plan as an example.

8. **Project location:** Include the Assessor's Parcel Number (APN) and the street address of the project.
9. **Compass bearing w/north arrow and site plans drawn to scale:** The north arrow should be taken from a compass and the site should be drawn to scale (for example, 1" = 10' or 1" = 20').
10. **Lot coverage calculation:** The lot coverage (measured in square feet) includes driveways, parking areas, building footprints, and any other impervious surfaces.
11. **Location and dimensions of driveway and parking areas:** Include the slope, dimensions and area of all driveways and parking areas. State on the plans if the driveway and parking areas are paved or gravel.
12. **Location of proposed and existing structures:** Show the current location and setbacks of all proposed and existing structures.
13. **Outside dimensions of proposed structures:** Show dimensions and setbacks of all proposed structures included with this permit.
14. **Projected roof plan showing pitch of all portions of roof:** Show the roof slope (4/12, 6/12, etc.) on all roofs and show all eaves.
15. **Setbacks from all structures, projections, propane tanks, etc. to property lines:** Show all setbacks from existing and proposed buildings, including propane tanks, to property lines. The setback is from the edge of the building to the property line.
16. **Lot dimensions and property lines:** Show the width and depth of the lot. The property lines shall be verified in one of two ways:
  - When the structure is less than 20 feet from the required setback:**
    - 1) conclusive proof is required by a survey pin, hub, and/or monument;
    - 2) the proposed structure's footprint has been staked and verified by an architect or engineer; or
    - 3) other conclusive proof acceptable to the building official.
  - When the structure is greater than 20 feet from the required setback:**
    - 1) reasonable proof is required by a survey pin, hub, and or monument;
    - 2) wood stake or rebar stake;
    - 3) the lot is of substantial size and the proposed structure is well within the setback requirements; or
    - 4) survey pins from adjacent lots that are close to the property line in question.
17. **Topographical contour lines at minimum 2' vertical intervals:** Show the slope of the project site.
18. **Topography for proposed cuts or fills:** All proposed cuts and fills shall be included on the site plan. Cuts and fills shall show enough detail and indicate before and after elevations.

19. **Easements, rights of way, edges of pavement, and adjoining streets:** Site plans shall show all recorded easements, rights of way, pavement edges, and or adjoining streets.
20. **Site section view:** Drawn from center of street through rear of structure noting structure heights. This is an elevation, drawn to scale, that shows the location of the centerline of the street, grade or slope of the property, and height of the proposed structure.
21. **Location of all utilities and points of connection:** Show the location and connection points of all utilities.
22. **Location and setbacks to natural features:** Show the setbacks and locations of all streambeds, lakes, ponds, wet areas/marshes, rock outcroppings.

#### **ARCHITECTURAL/STRUCTURAL PLANS:**

23. **Drawn to scale:** Note scale on all sheets and details. The typical scale used for plans, other than the site plan, would be  $\frac{1}{4}" = 1'$ .
24. **Floor plans:** Show details of room, window, door locations and sizes.
25. **Electrical plan:** Show locations of all required electrical outlets, fixtures, smoke detectors, ventilation fans, etc.
26. **Foundation plan:** Detail dimensions, reinforcement, and construction of all footings, stem walls, and footings.
27. **Framing/structural plans:** Thoroughly detail all structural elements as required by the structural calculations. Provide a separate plan for each level (1st floor, 2nd floor, roof).
28. **Elevations:** Exterior views of all sides of the project. Label each view by the direction it faces (north, south, east and west). If the project is located on sloping ground, this should be reflected in these views. If it has not been shown elsewhere in the plans, the finished height of the project must be shown on these views.
29. **Section views:** Provide vertical cut views through the structure sufficient to show typical construction, floor/wall/ceiling heights, etc.

# Mono County Community Development Department

P.O. Box 3569  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
inspection hotline: 924-1827  
commdev@mono.ca.gov

## Building Division

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5430, fax 932-5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## DESIGN CRITERIA

1998 California Building Code

**CLIMATE ZONE:** 16

**FROST DEPTH:** 18" below exterior finished grade minimum

**SEISMIC ZONE:** 4 (one-third of snow load shall be included in lateral design)

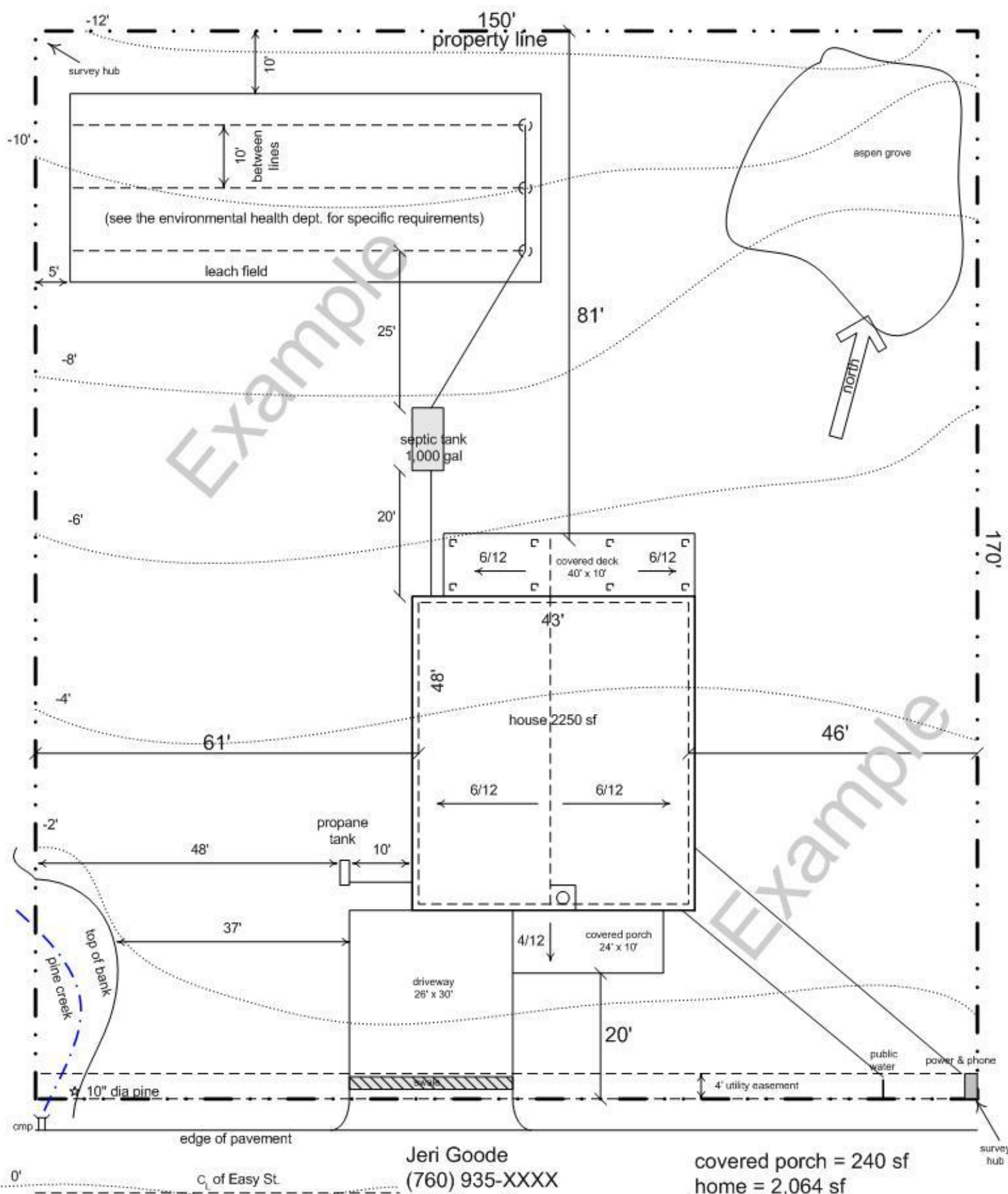
**SOIL BEARING:** 2,000 pounds/square foot maximum

**WIND LOAD:** Exposure C, 70 mph

**SNOW LOAD (ROOF):**

DESERT LOCATION	ELEVATION (ft)	SNOW LOAD (lbs/sq ft)
Benton	5,400	40
Bridgeport	6,470	50
Chalfant Valley	4,200	40
Coleville	5,100	40
Hammil Valley	4,500	40
Long Valley (east of US 395)	7,000	60
Mono City	6,899	55
Paradise	5,000	40
Tom's Place	7,000	60
Topaz	5,000	40
Walker	5,400	40

MOUNTAIN LOCATION	ELEVATION (ft)	SNOW LOAD (lbs/sq ft)
Bald Mountain/Arcularius	7,100	115
Convict Lake	7,580	120
Crestview	7,500	115
Crowley Lake	7,000	95
Devil's Gate	7,400	120
June Lake	7,600	120
Lee Vining	6,800	90
Long Valley (west of US 395)	7,000	95
Lundy Lake (lower)	7,000	115
Lundy Lake (upper)	8,000	220
Pickel Meadow	6,800	120
Rancheria Estates	6,600	80
Sonora Junction	6,500	120
Swall Meadows	6,400	75
Swauger Creek	7,500	115
Twin Lakes	7,200	105
Virginia Lakes	9,600	220



Jeri Goode  
 (760) 935-XXXX  
 123 Easy St.  
 Sunny Slopes, CA 93546  
 APN 62-XXX-XX  
 lot area = 25,500 sf  
 scale 1" = 20'

covered porch = 240 sf  
 home = 2,064 sf  
 covered deck = 400 sf  
 driveway = 780 sf  
 total lot coverage = 3,484 sf  
 or 13.6%

**Mono County  
Community Development Department**

P.O. Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
commdev@mono.ca.gov

**Planning Division**

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5420, fax 932-5431  
www.monocounty.ca.gov

**WATER/SEWER  
QUESTIONNAIRE**

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_ ASSESSOR'S PARCEL # \_\_\_\_\_

**EXISTING FACILITIES**

- ☐ Residence with \_\_\_\_\_ Bedroom(s) \_\_\_\_\_ Bathroom(s) ☐ Family room ☐ Garage  
☐ Guest quarters with \_\_\_\_\_ Bedroom(s) \_\_\_\_\_ Bathroom(s)

**WATER SUPPLY:**

- ☐ Private: ☐ On site ☐ Off site ☐ Well ☐ Spring ☐ Stream ☐ Other \_\_\_\_\_  
Water Treatment: ☐ Filtration ☐ Chlorination ☐ Other \_\_\_\_\_  
Coliform analysis completion date \_\_\_\_\_ Results \_\_\_\_\_  
☐ Public: Name of water system \_\_\_\_\_

**SEWAGE DISPOSAL:**

- ☐ Private: ☐ On site ☐ Off-site approved for ☐ Residence ☐ Guest quarters  
☐ Public: Name of sewer district \_\_\_\_\_

**PROPOSED ADDITIONS**

- ☐ New construction ☐ Remodel ☐ Addition \_\_\_\_\_  
☐ Residence with \_\_\_\_\_ Bedroom(s) \_\_\_\_\_ Bathroom(s) ☐ Family room ☐ Garage  
☐ Guest quarters with \_\_\_\_\_ Bedroom(s) \_\_\_\_\_ Bathroom(s) ☐ Other \_\_\_\_\_

**WATER SUPPLY:**

- ☐ Private: ☐ On site ☐ Off site ☐ Well (please submit well permit application) ☐ Spring  
☐ Public: Name of water system \_\_\_\_\_

**SEWAGE DISPOSAL:**

- ☐ Private: ☐ On site ☐ Off-site system (please submit septic permit application)  
☐ Public: Name of sewer district \_\_\_\_\_

=====

*Environmental Health Use Only:*

- ☐ Approved  
☐ Approval pending receipt of:  
☐ Septic permit application ☐ Well permit application ☐ Record of easement ☐ Will-serve letter for ☐ Water ☐ Sewer

Environmental Scientist \_\_\_\_\_ Date \_\_\_\_\_

March 4, 2004

**RESIDENTIAL FIRE SAFE REQUIREMENTS FOR  
MONO COUNTY PUBLIC RESOURCES CODE 4290 AND  
MONO COUNTY ORDINANCE NO. 91-06**

To: Mono County Public Works

The following requirements shall apply to all Group R Division 3 construction. If you have questions regarding these conditions, please contact Chief Ken Toy, California Department of Forestry and Fire Protection: 2781 S. Round Valley Rd., Bishop, CA 93514, or phone (760) 387-2565.

Fire Department Reference Number \_\_\_\_\_

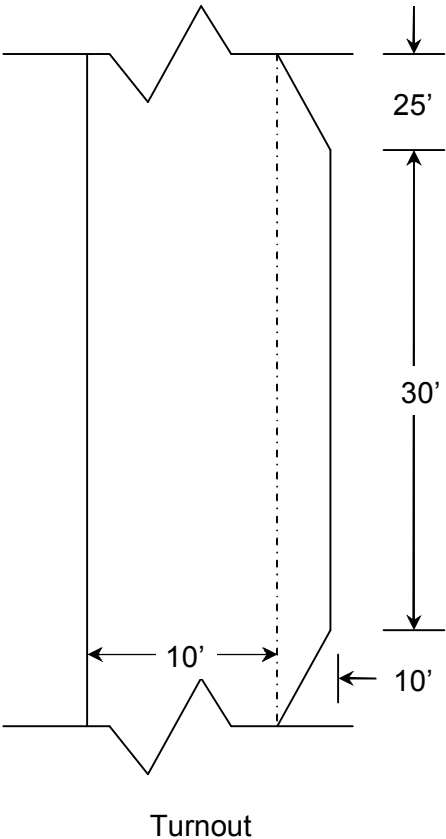
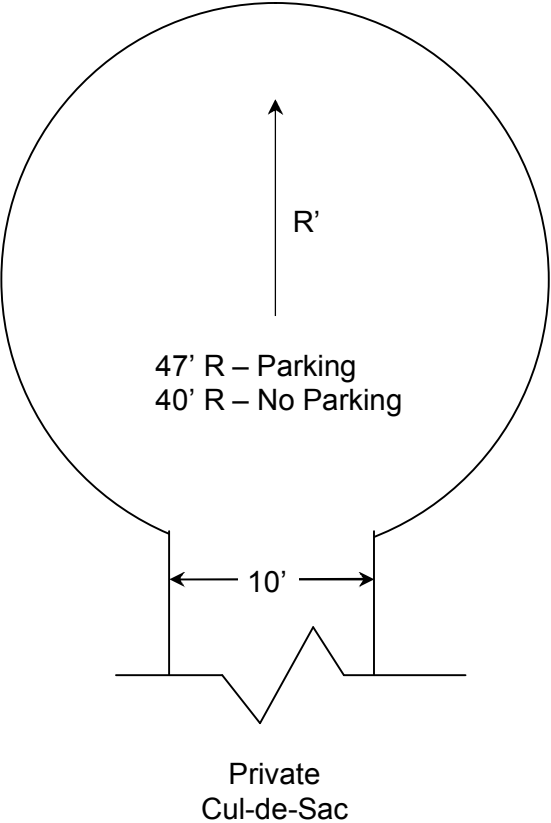
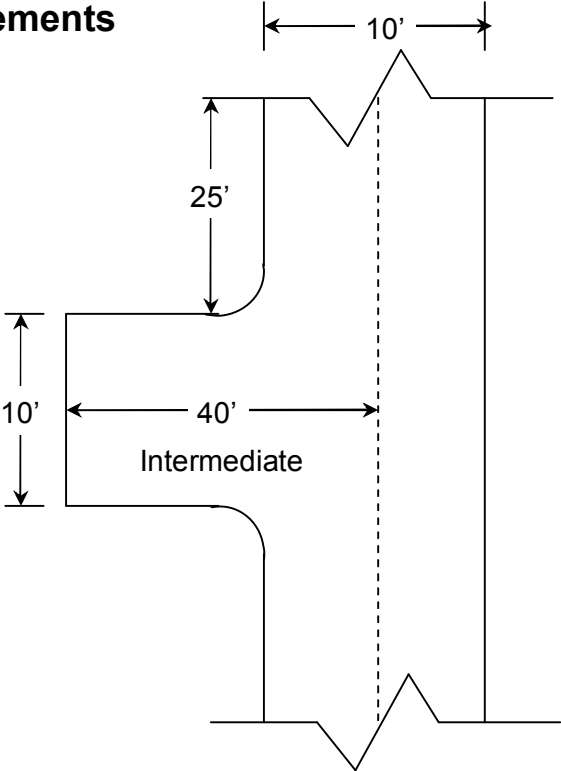
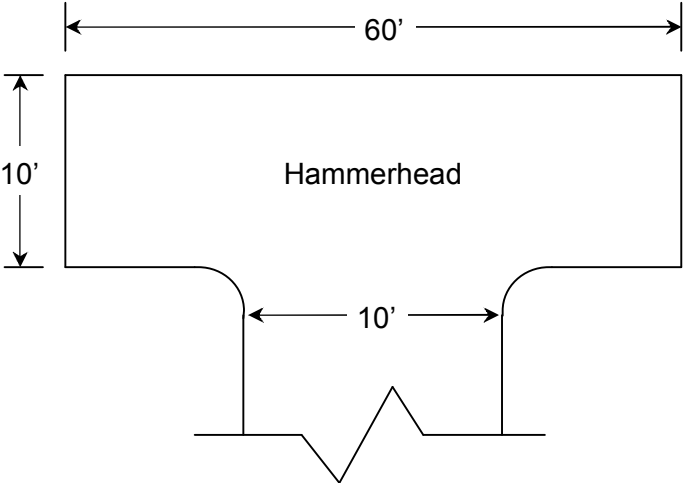
1. Driveway surfaces shall conform to local ordinances and be capable of supporting a 40,000-pound load.
2. Driveway grades shall not exceed 16%.
3. Driveways shall be a minimum of 10 feet wide and have an unobstructed vertical clearance of 15 feet.
4. Driveways exceeding 150 feet in length, but less than 800 feet in length, shall provide a turnout near the midpoint of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart. An approved turnout is 10 feet wide and 30 feet long (see attachment).
5. An approved turnaround with minimum turning radius of 40 feet or an approved hammerhead/T 60 feet in width shall be installed at the end of each driveway 300 feet or longer (see attachment).
6. All driveway gates shall be at least 12 feet in width and shall be located at least 30 feet from the roadway.
7. County-assigned house numbers shall be posted on all dwelling units. The numbers shall be 3" in height, reflectorized with contrasting background.
8. When buildings are in excess of 100 feet from the roadway, an address sign shall be posted at the driveway entrance with the numbers visible from both directions.
9. When it is required for new construction, the owner shall provide one of the following emergency water systems as approved by the fire authority having jurisdiction:
  - a. An approved emergency water supply system with a minimum 2,000-gallon capacity, an approved brass fire valve with 2.5" National Male Thread accessible to fire apparatus, and a #3" reflectorized blue marker on driveway address sign.

- b. The proposed project is within a fire district, which meets ISO Rural Class 8 Standards.
  - c. A PUC #103 approved fire hydrant within ½-mile by road from the new construction.
10. All parcels one acre or greater shall provide a building setback of 30 feet from the property line or the center of the road.
11. All flammable vegetation shall be removed or modified from around all buildings for a distance of 30 feet or to the property line.

**PLEASE NOTE:** In addition to the above conditions, your construction may be in a Fire Protection District that has adopted the Uniform Fire Code; those conditions may also apply to your project. Please contact your local Fire Protection District for additional conditions.

Mono County will not finalize your construction project until the above conditions have been met.

**Public Resources Code 4290  
Turnaround Requirements**





# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

## REQUEST FOR STREET ADDRESS

Consistent with applicable statutory requirements, it has been determined that disclosure of street address information is confidential in nature and should not be disclosed to other than the property owner or the property owner's authorized agent.

With this in mind, all requests for street address numbers must be either: 1) made in person at the office of the Mono County Department of Public Works (Public Works); or, 2) made on this form, which should be completed, signed, and returned to Public Works at the address above.

We apologize for any inconvenience this may cause and appreciate your anticipated cooperation concerning this matter. Should you have questions, please contact Public Works at (760) 932-5440.

Please describe the structure by checking the appropriate box:

- ☐ Single Family Residence
- ☐ Second Dwelling Unit on Same Parcel
- ☐ Apartment – Bldg. or Unit No.: \_\_\_\_\_ (if applicable)
- ☐ Condominium – Bldg. or Unit No.: \_\_\_\_\_ (if applicable)
- ☐ Business Name: \_\_\_\_\_
- ☐ Vacant Lot (note: street addresses are not typically assigned to vacant parcels)
- ☐ Other – Please explain: \_\_\_\_\_

### Project Location

Assessor's Parcel No.: \_\_\_\_\_ Community or Area: \_\_\_\_\_

Street Name: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Agent's Name: \_\_\_\_\_ Agent's Phone: \_\_\_\_\_

Owner / Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Space below reserved for Public Works use only -----

Assigned Street Address: \_\_\_\_\_ By (initial): \_\_\_\_\_



# MONO COUNTY

## DEPARTMENT OF PUBLIC WORKS

Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

### GRADING PERMIT QUESTIONNAIRE

This questionnaire is designed to help the Department of Public Works determine whether a grading permit is required for your proposed project. Please answer all the following questions, provide project information, and sign the questionnaire.

The following questions apply to grading activities associated with your project, but does not apply to work to be done within the footprint of your building if this questionnaire is being completed in conjunction with a Building Permit. For example, do not consider excavation for a basement – the Building Permit covers that; but do consider excavation for a driveway to a garage in the basement.

	YES	NO
1. Will you remove the vegetation from more than 10,000 square feet of land?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will you excavate for an underground storage tank larger than 10,000 gallons?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you excavate 200 or more cubic yards of soil and/or rock?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will your excavation be over 4 feet in depth at any point?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will your excavation be closer than 2 feet to any property line?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will any excavation slopes be steeper than 2:1 (horizontal to vertical)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will your excavation slopes be bare soil without vegetation?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will you fill more than 200 cubic yards of soil and/or rock?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will you fill three feet or more in depth at any point?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will you fill closer than two feet to any property line?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will you fill on ground having a natural slope steeper than 5:1 (horiz. to vertical)?	<input type="checkbox"/>	<input type="checkbox"/>
12. Will you construct a fill that has slopes steeper than 2:1 (horizontal to vertical)?	<input type="checkbox"/>	<input type="checkbox"/>
13. Will your fill slopes be bare soil without vegetation?	<input type="checkbox"/>	<input type="checkbox"/>
14. Will you excavate, fill, or clear on or within, any property such that soil or debris washed, eroded, or moved from the property by natural or artificial means creates a public nuisance or hazard on other property or road?	<input type="checkbox"/>	<input type="checkbox"/>
15. Will you modify, re-direct, obstruct, divert, or interfere with natural or artificial surface drainage swales, ditches, gutters, or other improved or unimproved drainage channels or drainage ways?	<input type="checkbox"/>	<input type="checkbox"/>

If all questions were answered no, a grading permit is not required; please return the completed questionnaire to the Department of Public Works. If completing this in conjunction with a Building Permit, please include it with your Building Permit application.

If any question was answered yes, a grading permit *is* required. Please contact the Department of Public Works to request a grading permit application.

**GRADING PERMIT QUESTIONNAIRE, continued...**Project Location

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Property Owner

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Certification Statement

I certify that I am the owner, or have authority to act on behalf of the owner, of the above-described property and do certify that the answers to the foregoing questions are true and correct to the best of my knowledge and, further, that I hereby indemnify and hold harmless the County of Mono, its officers, and employees for any damage and/or expenses arising as the result of an incorrect answer(s) to any of the above questions.

Owner / Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

## GRADING PERMIT APPLICATION

### APPLICATION REQUESTING AUTHORIZATION TO PERFORM LAND CLEARING, EARTHWORK, AND/OR DRAINAGE ALTERATION

Project data consistent with sections 13.08.060 & 13.08.070 of the Mono County Code and an Application Fee must accompany this application to initiate plan review (check payable to "County of Mono"). Depending upon project scope, additional reports, plans or surveys may be required to complete the application. An inspection fee deposit will be required and acceptable surety may also be required prior to permit issuance.

The undersigned hereby applies for a permit to perform the following activities (complete all that apply to your proposed project; attach additional sheets if necessary):

LAND CLEARING area: \_\_\_\_\_ sq. ft.

EXCAVATION max. depth: \_\_\_\_\_ ft. volume: \_\_\_\_\_ cubic yards

FILL max. height: \_\_\_\_\_ ft. volume: \_\_\_\_\_ cubic yards

DRAINAGE ALTERATION (describe): \_\_\_\_\_

Will the activity precede residential building construction by one year or less? N/A ☐ Yes ☐ No ☐

Have you submitted a NOI to the SWRCB under the statewide NPDES permit? N/A ☐ Yes ☐ No ☐

#### Project Location

Assessor's Parcel No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_

#### Property Owner

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

The Applicant is responsible for obtaining all other necessary permits or approvals related to the proposed activity, including those that may be required by the Department of Fish and Game, the Regional Water Quality Control Board, and the Great Basin Unified Air Pollution Control District. If granted a grading permit for the proposed work, the Permittee, for himself, his contractors and employees, agrees to save, indemnify, and hold harmless the County or its representatives from all liabilities and claims for damage to property from any cause whatsoever while in, upon, or in any way connected with the work covered by the grading permit, and does further agree to defend the County in any claim arising out of, or as a result of, the work.

Owner / Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Space below reserved for Public Works use only -----

Received: ☐ Site Plan ☐ Project Description ☐ Application Fee Assigned Project No.: **GP** \_\_\_\_\_

aged, however, that access roads constructed for logging operations comply with this chapter,

14. Public utilities for normal maintenance and operation work conducted within easements reserved for public utility purposes,

15. Agricultural grading, leveling, land preparation and irrigation for agricultural uses and tillage practices, such that these operations do not become a public nuisance;

B. Excavate, grade or place fill material on or within any property so that soil or debris washed, eroded or moved from the property by natural or artificial means creates a public nuisance or hazard on other property, public road, street or utility easement;

C. Obstruct, divert or interfere with natural or artificial surface drainage, swales, ditches, gutters or other improved or unimproved drainage channels or drainage ways except for construction or operations approved by the department or concerned special district. (Ord. 83-438-A § 1, 1983; Ord. 80-488 § 2, 1980; Ord. 73-438 § 3(B), 1973.)

#### **13.08.050 Grading permit – Application – Generally.**

Application shall be submitted on the form provided by the department. (Ord. 73-438 § 9(A), 1973.)

#### **13.08.060 Grading permit – Application – Site data.**

Site data shall be submitted with the application and shall include but not be limited to the following items:

A. Vicinity map showing location of the site involved;

B. Map showing property boundaries and dimensions of area covered by application for permit;

C. Plan showing buildings, roads, utilities or other improvements within the area and adjacent thereto that may be affected by the proposed work;

D. A plan drawn at a scale that adequately shows the details of terrain and drainage, for the conditions existing before and after the proposed work. The use of a scale that does not show the details may be cause for rejection of the application. The plan shall show contours and the limiting dimensions and elevations within the limits of the graded area on completion of the work; the proposed drainage channels and facilities; the planned elevations, grades and slopes of excavations and embankments. This plan shall show the location of observed springs, swampy areas, areas subject to flooding, landslides, surface faults and mud flows. Elevations shall be based on USGS data, unless waived by the director;

E. Cross-section of the ground showing both original and proposed ground surfaces, with grades, slopes and elevations noted;

F. A soils report including a general description of the earth and rock materials involved in the work as to

classifications; bedding or other geological features; any other reports by soils engineer or geologist on the test borings; slide conditions existing or anticipated; the suitability of the material for its proposed use including data on expansive soils; recommendations for construction procedure to obtain required stability and relative compaction.. (Ord. 73-138 § 9(B), 1973.)

#### **13.08.070 Grading permit – Application – Additional data.**

Unless incorporated in the site data or waived by the director, the following data in duplicate shall be furnished:

A. Statement regarding the control of construction methods and materials in the work, including:

1. Provisions for control of grading operations, including person responsible for staking the project,

2. Safety methods to be followed, including traffic control where necessary,

3. Control of dust,

4. Proposed hours and days of equipment operation,

5. Other related matters;

B. Plans and details of walls, cribbing, slope protection facilities and planting. Structural work may require building permits;

C. Method for the removal and disposal of excess material. (Ord. 73-438 § 9(C), 1973.)

#### **13.08.080 Grading – Old fill, swamp, slide area – Conditions.**

Grading in, on, under, over or adjacent to old fills, swamp, marsh lands or in areas known or believed to be potential slide areas shall not be permitted until a report by a soils engineer has been submitted to and reviewed by the director. If area has expansive soils, a report shall be submitted by the soils engineer for director review. The reports shall certify that the proposed construction will be stable within itself and will not be hazardous to any adjoining property or to any public road, utility or other facility. Any recommendations presented in the report regarding material, equipment or procedures to be incorporated in the construction or operation to ensure adequate stability and safety may be included as a condition in the grading permit. (Ord. 73-438 § 9(D), 1973.)

#### **13.08.090 Grading permit – Application – Supplementary data.**

When requested by the director, the applicant shall furnish additional engineering, geologic and legal reports, plans or surveys and other material necessary to determine and evaluate site conditions and the effect of the proposed work on abutting properties, public ways and public welfare and safety. (Ord. 73-438 § 9(E), 1973.)

**13.08.100            Grading permit – Plan checking.**

When completed application, accompanying plans and other required data are received, the director shall review the application. One copy of the plans with comments by the director will be returned to the civil engineer. The necessary changes shall be made to the drawing and the original returned to the director for review and signature. A sepia copy of the signed original shall be returned to the project engineer.

All survey maps, engineering plans and reports submitted shall be prepared and signed by persons licensed by the state under Chapters 7 and 15 of Division 3 of the Business and Professions Code. (Ord. 73-438 § 10, 1973.)

**13.08.110            Grading permit – Fees.**

Persons applying for permits under this chapter shall pay a fee in an amount set by resolution of the board of supervisors, not to exceed the county's cost of administering this chapter. (Ord. 00-02 § 3, 2000; Ord. 83-417-B § 2, 1982; Ord. 73-438 § 11, 1973.)

**13.08.120            Bond – Required when.**

The director, before issuing a permit, may require the applicant to furnish a bond, either cash or corporate surety at the option of the applicant, in a form satisfactory to and approved by the district attorney in the sum of one hundred percent of the estimated cost of the total work including a ten percent contingency conditioned on the faithful performance of the work within the time specified or within any extension thereof granted by the director. The bond shall obligate the principal, his executors, administrators, successors and assigns jointly and severally and the surety, to the county for the faithful performance of the work required. (Ord. 73-438 § 12(A), 1973.)

**13.08.130            Performance default – Notice.**

Whenever the director finds that a default has occurred.



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

## ENCROACHMENT PERMIT APPLICATION

### APPLICATION REQUESTING AUTHORIZATION TO PERFORM WORK WITHIN A COUNTY RIGHT-OF-WAY OR COUNTY ROAD

A project description, site plan, application fee, and security deposit must accompany this application to initiate project review (make check payable to "County of Mono"). Depending upon project scope, additional information may be required to complete the application. All improvements must be consistent with Mono County standards.

The undersigned hereby applies for an encroachment permit to perform the following activities within a County right-of-way or County road (attach additional sheets if necessary):

---

---

---

---

---

#### Project Location & Information:

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_ Estimated Construction Cost: \_\_\_\_\_

#### Property Owner:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

The Applicant is responsible for obtaining all other necessary permits or approvals related to the proposed activity, including a Grading Permit from the Mono County Department of Public Works (if applicable) and permits that may be required by the Department of Fish and Game, the Regional Water Quality Control Board, and the Great Basin Unified Air Pollution Control District. If granted an encroachment permit for the proposed work, the Permittee, for himself, his contractors and employees, agrees to save, indemnify, and hold harmless the County or its representatives from all liabilities and claims for damage to property from any cause whatsoever while in, upon, or in any way connected with the work covered by the encroachment permit, and does further agree to defend Mono County in any claim arising out of, or as a result of, the work.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----Space below reserved for Public Works use only -----

Received: ☐ Site Plan ☐ Project Description ☐ Fee & Deposit Assigned Project No.: **EP** \_\_\_\_\_

## **“ATTACHMENT A”**

Please use this space to draw your project diagram, and/or attach additional plans:

PLAN VIEW

---

PROFILE



# MONO COUNTY

## DEPARTMENT OF PUBLIC WORKS

---

Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

### ENCROACHMENT PERMIT GENERAL PROVISIONS

1. **Authority:** This permit is issued in accordance with Chapter 13.04 of the Mono County Code.
2. **Revocation:** Terms and conditions for any Encroachment Permit issued are revocable or subject to modification at any time. However, prior rights, including those evidenced by joint use agreement, franchise rights, or reserved right for operating purposes in a grant of highway easement are not so subjected to revocation.
3. **Term:** The term of each encroachment permit shall expire twenty-four (24) months from the date issued, with further understanding that a maximum extension of twenty-four (24) months may be granted subject to approval by the Public Works Director. Such extension requests must be submitted in writing, thirty (30) days prior to the expiration of the permit. All improvements must be constructed and accepted by the Department of Public Works prior to permit expiration.
4. **Responsible Party:** No party other than the named Permit tee or contractor of the Permit tee is authorized to work under this permit. Permit tee is fully responsible for all expenses related to project improvements.
5. **Acceptance of Provisions:** It is understood and agreed by the Permit tee that the doing of any work or the maintaining of the encroachment under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
6. **No Precedent Established:** This permit is granted with the understanding that this action is not to be considered as establishing any precedent on the question of the expediency of permitting any kind of encroachment to be erected within the Right-of-Way of County roads.
7. **Notice Prior to Starting Work:** Under this permit, the Permitted shall notify the Department of Public Works forty-eight (48) hours prior to the initial start of work.
8. **Keep Permit at the Work Site:** This permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the Department of Public Works or any law enforcement officer on demand.
9. **Permits From Other Agencies:** The party or parties to whom this permit is issued shall, whenever the same is required by law, secure the written order or consent to any work hereunder from the Public Utilities Commission of the State of California, CAL-OSHA, or any other public agency having jurisdiction, and this permit shall not be valid until such order or consent is obtained.
10. **Protection of Traffic:** Adequate provisions shall be made for the protection of the traveling public. Warning signs, lights and other safety devices and other measures required for public safety shall conform to and follow the requirements of Section 21401 of the Vehicle Code and of any sign manual issued by the Department of Public Works. Nothing in this permit is intended to impose on the Permitted any different or higher standard of care than that required by law.
11. **Minimum Interference with Traffic:** All work shall be planned and scheduled so that there will be the least possible inconvenience to the traveling public. For full or partial lane closures, permitted is directed to place flagmen to stop and warn traffic for necessary protection to public safety, but traffic shall not be

unreasonably delayed. The road shall not be closed or traffic lanes blocked unless specifically authorized by this permit or without first obtaining permission from the Department of Public Works. When permission is obtained, the Permitted shall notify the Highway Patrol, Sheriff's Department and Local Fire Department prior to road closure.

12. **Storage of Materials:** No material shall be stored within eight (8) feet from the edge of pavement or traveled way or within the shoulder line where the shoulders are wider than eight (8) feet.
13. **Clean Up Right-Of-Way:** Upon completion of the work, or as otherwise directed, all debris, brush, timber, scraps, construction material, etc., shall be entirely removed from the County Right-of-Way and the roadway left in as presentable condition as existed before work started.
14. **Standards Of Construction:** All work performed within the County Road shall conform to the requirements of the Department of Public Works, and is subject to inspection and approval by the Department.
15. **Expense of Inspection:** The Permitted will be billed for actual costs of inspection; such costs will include salaries, travel expenses, incidental expenses and overhead.
16. **Future Moving of Installation:** It is understood by the Permitted that future construction, reconstruction, or maintenance work in the County Right-of-Way may require that the installation provided for herein be moved or altered and that such improvements shall be immediately moved by and at the sole expense of, the Permitted, upon request by the Department of Public Works.
17. **Liability for Damages:** The Permitted is responsible for all liability for personal injury or property damage which may arise out of work herein permitted, or the encroachment to be maintained hereunder, or which may arise out of failure on the Permit tee's part to perform his obligations under this permit with respect to maintenance. In the event any claim of such is made against the County of Mono, or any department, officer, or employee thereof, Permitted shall defend, indemnify and hold them and each of them harmless from such claim. Nothing herein is intended to impose on the Permitted any different or higher standard of care than that required by law.
18. **Bonding:** This permit shall not be effective for any purpose unless and until the Permitted files with the Department of Public Works, a Faithful Performance Bond or other acceptable sureties in the form and amount established by the Department of Public Works, to insure that the work will be done in conformance with the permit. Surety is not ordinarily required of any public corporation of publicly or privately owned utility, but will be required of any utility that fails to meet any obligation arising out of the work permitted or done under a permit or fails to maintain its plant, work or facilities.
19. **Making Repairs:** In every case, the Permitted shall be responsible for restoring to its former condition any portion of the county roadway which has been excavated or otherwise disturbed except where the Department of Public Works elects to make repairs to paving and except where provision to the contrary is made in the permit. If the roadway is not restored as herein provided, or if the Department elects to make repairs, the Permitted agrees by acceptance of the permit to bear the cost liability.
20. **Maintenance:** By the acceptance of this permit, the permitted agrees to exercise reasonable care; to properly maintain any encroachment placed in the Right-of-Way and to exercise reasonable care in inspection of and the immediate repair of any portion of the Right-of-Way which is damaged as a result of the construction or maintenance of the encroachment done under this permit. Such inspection and immediate repair shall apply to any and all injury to the roadway or Right-of-Way which would not have occurred had such work not been done or such encroachment not placed therein.
21. **Sedimentation and Erosion Control:** Permitted shall ensure that no sediment or erosion shall impact adjoining County Right-of-Way, watercourses or properties during construction. Areas disturbed in the County Right-of-Way as a result of this permit shall be stabilized against future erosion by a method approved by the Department of Public Works.



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

**EXAMPLE**

Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • monopw@mono.ca.gov

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

## APPLICATION FOR COUNTY ROAD ENCROACHMENT PERMIT

(Mono County Code Chapter 13.04)

### Property Location:

Road Name: DUSTY LANE  
Street Address: 123 DUSTY LANE  
Assessor's Parcel Number: 00-000-00

**Describe work in road right of way: (ie. Construct asphalt drive with 24" culvert, etc.) All work must be consistent with Rural Residential Drive Approach Road Standard Plans, see attached.**

CONSTRUCT A DRIVEWAY 20 FEET IN WIDTH. THE DRAINAGE SWALE WILL BE 8 FEET FROM AND 5 INCHES BELOW THE EDGE OF STREET PAVMENT WITH A 6% UPSLOPE TO GARAGE

Estimated Cost: \$5.000

**Property Owner (Permit tee):** JOHN & JANE DOE **Telephone:** 760-000-0000

Mailing Address: BOX 000 YOUR TOWN ST. ZIP

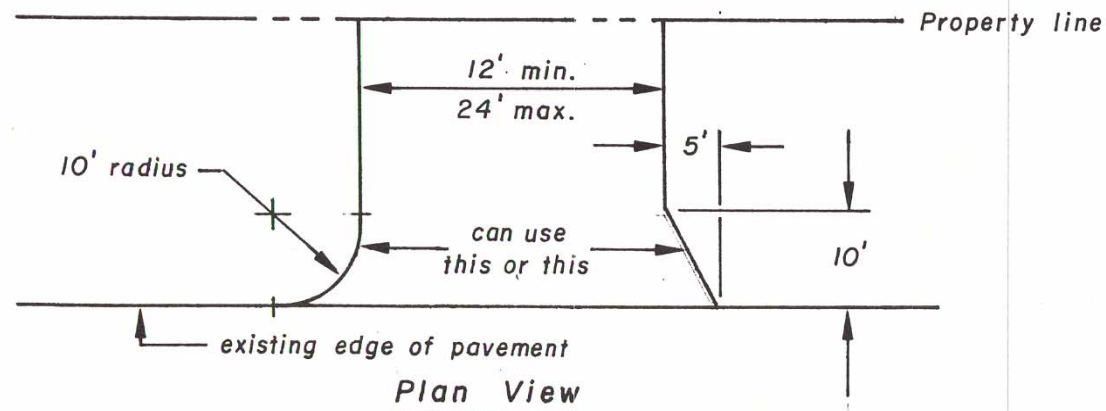
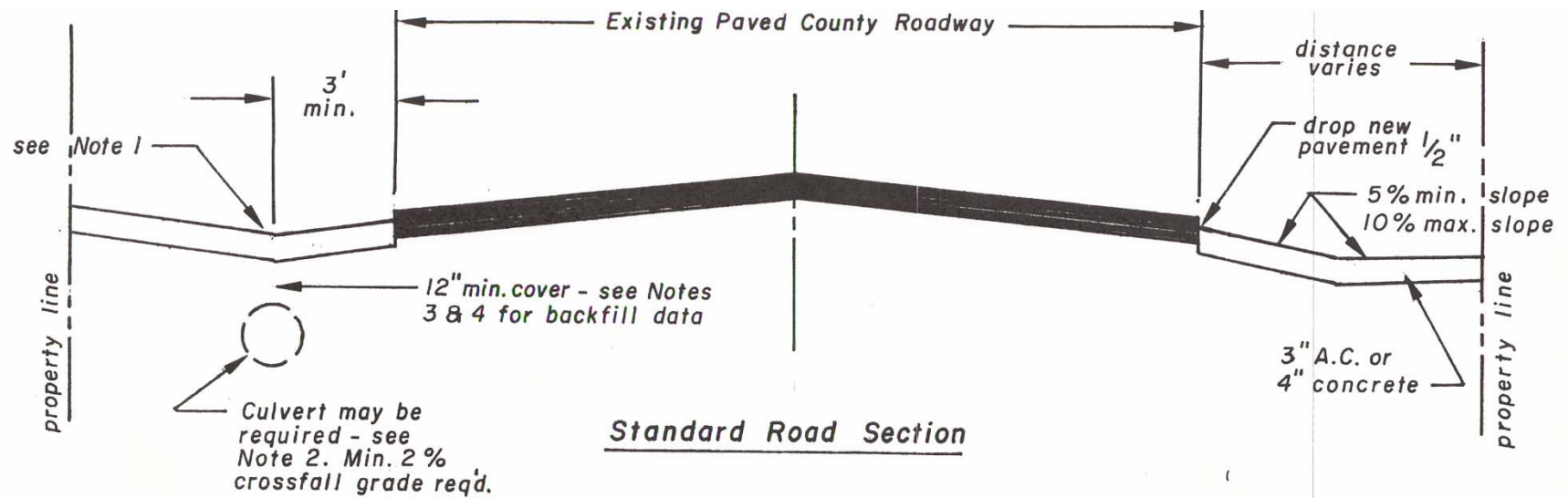
**Signature:** John Doe **Date:** 3/29/2000

**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED WITH "ATTACHMENT A" AND THE APPROPRIATE FEES.**

### Fees:

The following fees (as applicable) must be submitted with this application. Applications submitted without the appropriate fee will be considered incomplete and returned to the applicant.

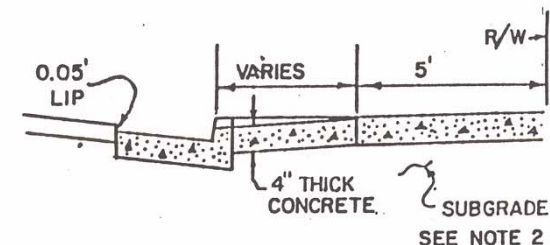
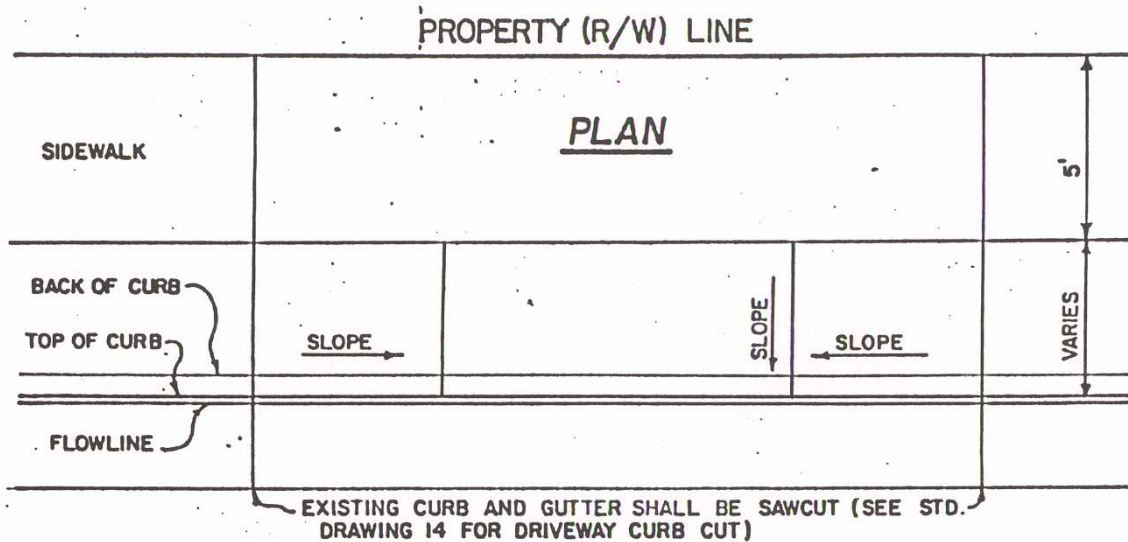
- A. Single Residential Drive:** \$210.00 application fee for all driveways plus a \$500.00 security deposit.
- B. Public Utility Blanket Permit:** \$210.00 application fee plus a \$500.00 security deposit.  
(Covers routine maintenance activities and new service connections only). Renewable annually.
- C. All other encroachment activities:** \$210.00 application fee plus 1.5% of the estimated construction costs.
- D. Penalties:** Where work is started or proceeded prior to obtaining said permit, applicable fees plus a penalty fee equal to the amount of such fees will be required.
- E. Note:** The final encroachment permit fee will be based on the actual cost of providing the service. Staff time will be charged against the initial deposit. Should the actual cost of administering the permit exceed the deposit; An additional amount shall be paid prior to final permit approval. Should the actual costs of administering the permit be less than the amount on deposit; the applicant shall receive a refund at the time of final permit approval.



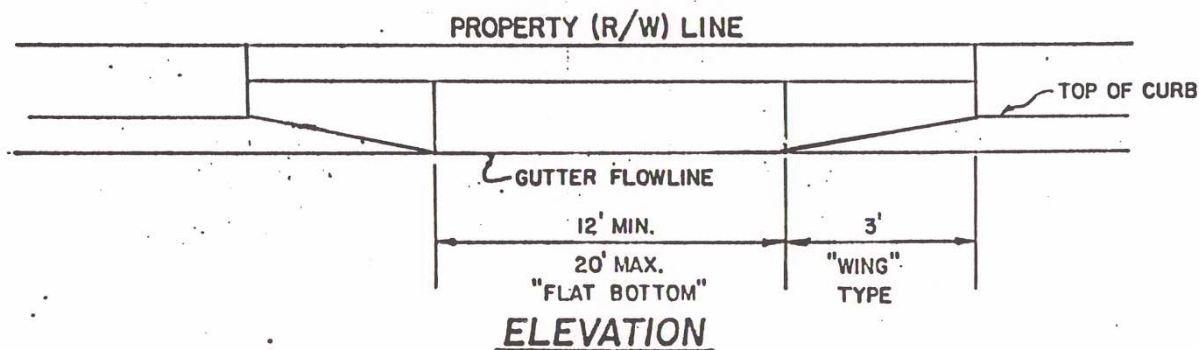
**Notes :**

1. SEE PERMIT CONDITIONS FOR DIMENSIONS OF DRAINAGE DEPRESSION ACROSS DRIVEWAY.
2. CULVERT DRAIN PIPE (IF REQUIRED), SHALL BE A MIN. 16 GAUGE ALUMINUM OR STEEL CORRUGATED PIPE, 12" MIN. DIAMETER.
3. BACKFILL SHALL BE SELECT NATIVE MATERIAL, DECOMPOSED GRANITE OR ¾" AGGREGATE BASE, COMPACTED TO 90% MIN.
4. SUBGRADE SHALL BE A MIN. OF 4" OF SELECT NATIVE MATERIAL, DECOMPOSED GRANITE OR ¾" AGGREGATE BASE COMPACTED TO 90% MIN.
5. DRIVEWAY APPROACH SHALL BE 3" THICK TYPE B, ½" MAX. ASPHALT PAVING MIX OR 4" OF 6 SACK MIX CONCRETE.
6. PROPOSED MODIFICATIONS TO THESE STANDARDS MUST HAVE PRIOR APPROVAL FROM THE DEPARTMENT OF PUBLIC WORKS.
7. PROPERTY OWNER SHALL BE RESPONSIBLE FOR MAINTAINING DRIVEWAY APPROACH, INCLUDING CULVERT.

<b>MONO COUNTY</b>	
<b>RURAL</b>	
<b>RESIDENTIAL DRIVEWAY</b>	
<b>APPROACH</b>	
PUBLIC WORKS DEPT:	4-10-2000



**SECTION**



**NOTES:**

1. PORTLAND CONCRETE CEMENT SHALL BE A 7 SACK MIX WITH A 5% AIR CONTENT.
2. SUBGRADE SHALL BE COMPACTED TO 90% MINIMUM.
3. MAXIMUM SLOPE OF DRIVE APPROACH SHALL BE  $\pm 10\%$  ON LESS OTHERWISE APPROVED BY THE DEPARTMENT OF PUBLIC WORKS.
4. FLAT BOTTOM OF THE APPROACH SHALL NOT BEGIN CLOSER THAN 20 FEET FROM END OF CURB RETURN.
5. FORMS SHALL BE INSPECTED BY THE DEPARTMENT OF PUBLIC WORKS PRIOR TO POURING CONCRETE.
6. SNOW REMOVAL FROM THE DRIVEWAY APPROACH SHALL NOT BE DEPOSITED WITHIN THE RIGHT-OF-WAY.

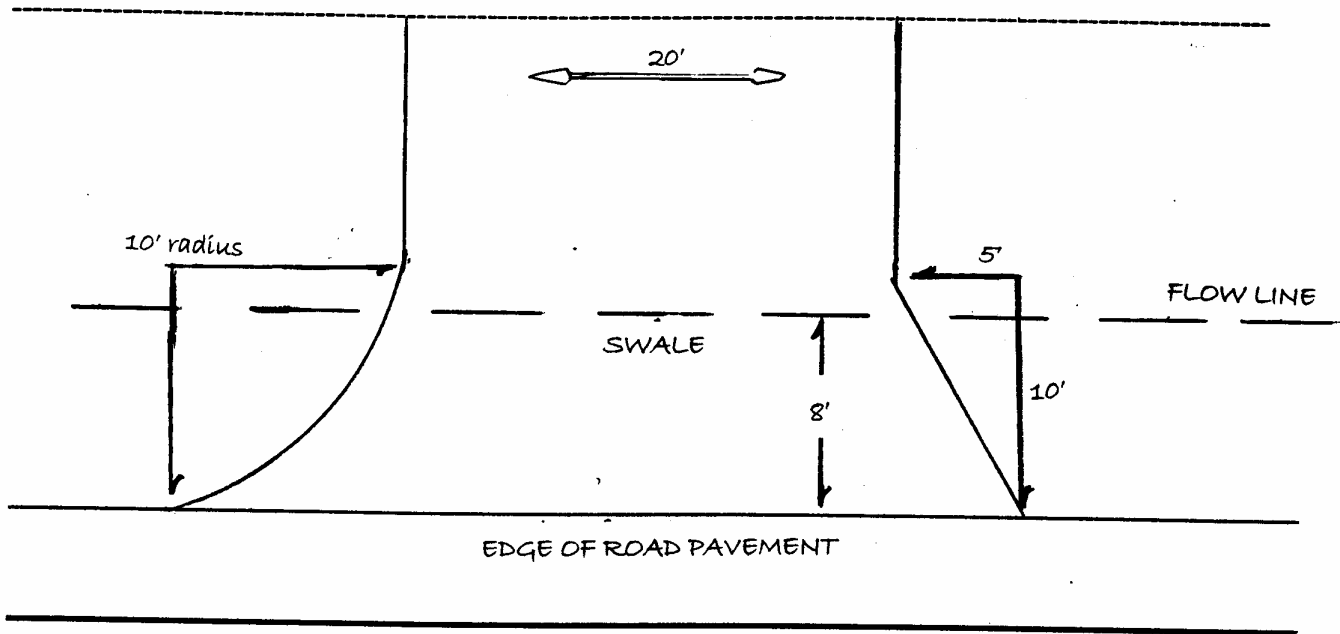
MONO COUNTY	
RESIDENTIAL DRIVEWAY APPROACH IN CURB AND GUTTER	
DRAWN: J.W.	DATE: 2-14-85
APPROVED:	PUBLIC WORKS DEPT.

## “ATTACHMENT A”

PLEASE USE THIS SPACE TO DRAW YOUR PROJECT DIAGRAM:

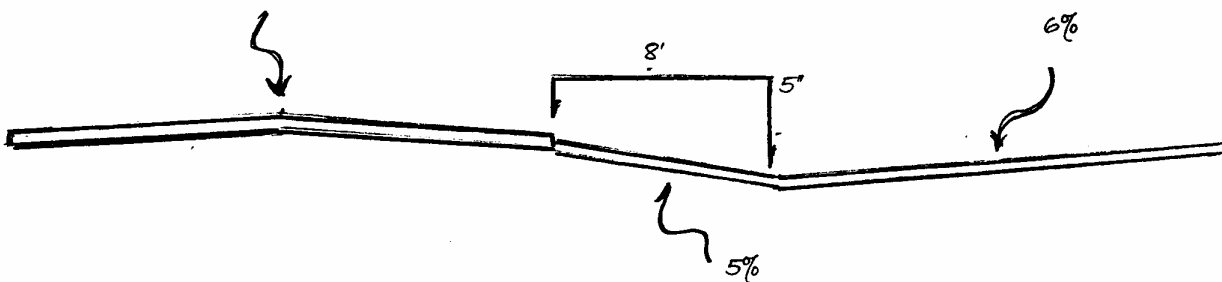
### PLAN

RIGHT OF WAY



### PROFILE

CENTER OF ROADWAY



**EXAMPLE !**

## Chapter 13.04

### ENCROACHMENTS AND EXCAVATIONS

#### Sections:

<b>13.04.010</b>	<b>Definitions.</b>
<b>13.04.020</b>	<b>Permit – Required.</b>
<b>13.04.021</b>	<b>Exceptions.</b>
<b>13.04.030</b>	<b>Work authorized by permit.</b>
<b>13.04.040</b>	<b>Permittee payment responsibility.</b>
<b>13.04.050</b>	<b>Blanket permit.</b>
<b>13.04.060</b>	<b>Permit – Fee.</b>
<b>13.04.070</b>	<b>Bond or cash deposit required.</b>
<b>13.04.080</b>	<b>Violation – Civil liability.</b>
<b>13.04.090</b>	<b>Enforcement.</b>

#### **13.04.010 Definitions.**

As used in this chapter:

A. “Encroachment” includes any tower, pole, pole line, pipeline, fence, billboard, stand, driveway, building excavation or any structure or object of any kind or character not particularly mentioned in this subsection, which is placed in, under or over any portion of the entire width of right of way of a county highway;

B. “Highway” includes all or any part of the entire width of right of way of a county highway, road, street or alley, whether or not such entire area is actually used for highway purposes;

C. “Person” means any person, firm, partnership, association, corporation, district or organization;

D. “Road commissioner” means the county director of transportation appointed pursuant to Section 2006.1, Streets and Highways Code, laws of the state;

E. “Signs” and terms related to signing and advertising are defined in the Outdoor Advertising Act, Section 5200 et seq. of the Business and Professions Code, laws of the state. (Ord. 93-02 § 2, 1993; Ord. 417 § 1, 1971.)

#### **13.04.020 Permit – Required.**

A. It is unlawful for any person to make any encroachment in, under, over or on any county highway without first having obtained written permit from the county road commissioner. The road commissioner is authorized to issue written permits, as provided herein, authorizing the permittee to do any of the following acts:

1. Make an opening or excavation for any purpose in any county highway;
2. Place, change or renew any encroachment;
3. Place or display in, under or over any county highway any kind of informational sign or device when such sign or device informs the public of some unique geographical feature or natural phenomena. Any sign or device placed contrary to the provisions hereof is a public nuisance and may be removed immediately.

Nothing herein contained shall prohibit the posting of any notice in the manner required by law or by the order of any court of this state;

4. Plant, remove, cut down, injure or destroy any tree, shrub, plant or flower growing along such county highway.

B. The permit or a copy thereof shall be kept at the job site during construction and/or installation. (Ord. 417 § 2, 1971.)

#### **13.04.20 Exceptions.**

The following are exceptions to Section 13.04.020:

A. Those building permit applications for porches, decks, garages, agricultural buildings, and such other additions or remodeling projects that do not allow for, or would permit, increased occupant densities. Applications shall be submitted requesting that an exception be granted. The director of public works shall receive the request for exception and, upon proper finding, issue the exception. (Ord. 81-417-A § 2, 1981.)

#### **13.04.030 Work authorized by permit.**

Any act done under the authority of a written permit, issued pursuant to the provisions of this chapter, shall be done in accordance with the provisions of this chapter and the terms and conditions specified in the permit. (Ord. 417 § 3, 1971.)

#### **13.04.040 Permittee payment responsibility.**

Any permit issued pursuant to the provisions of this chapter shall provide that the permittee will pay the entire expense of replacing the highway in as good condition as before, and may provide such other conditions as the road commissioner may require for the protection of the highway. (Ord. 417 § 4, 1971.)

#### **13.04.050 Blanket permit.**

A city, public corporation, political subdivision or special district may, at the discretion of the road commissioner, be issued a blanket permit, renewable annually, for the installation of service connections and for ordinary maintenance of its facilities located or installed in county highways, but this permit may be revoked at the discretion of the road commissioner if the permittee fails to comply with the terms of this chapter and of such permit. (Ord. 417 § 5, 1971.)

#### **13.04.060 Permit – Fee.**

Persons applying for permits under this chapter shall pay a fee in an amount set by resolution of the board of supervisors, not to exceed the county's costs of administering this chapter. (Ord. 00-02 § 2, 2000; Ord. 82-417-B § 1, 1982; Ord. 81-488-A § 1, 1981; Ord. 81-417-A § 1, 1981; Ord. 80-488 § 1, 1980; Ord. 74-446 Art. III § 17, 1974; Ord. 417 § 6, 1971.)

**13.04.070            Bond or cash deposit required.**

Each permittee shall be required to furnish a bond or cash deposit sufficient to defray the cost of repairing the highway, the amount thereof to be specified in the permit. (Ord. 417 § 7, 1971.)

**13.04.080            Violation – Civil liability.**

Any person violating any of the provisions of this chapter is civilly liable in damages to the county for the reasonable value of the cost or removal of any encroachment and the cost of the repair of any county highway. Such action may be maintained by county road commissioner for and on behalf of the county. (Ord. 417 § 8 (part), 1971.)

**13.04.090            Enforcement.**

The provisions of this chapter may be enforced by any peace officer, the county road commissioner or any person duly authorized. (Ord. 417 § 10, 1971.)



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

---

Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

## *DEVELOPMENT WITHIN A FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOODPLAIN*

Mono County is a participant in the National Flood Insurance Program (NFIP) which enables property owners to purchase insurance protection against losses from flooding. Participation in the NFIP requires Mono County adopt and enforce a floodplain management ordinance to reduce flood risks to new construction in Special Flood Hazard Areas (SFHA). Excerpts from the adopted Flood Plain Regulations are printed on the reverse side.

The Director of Public Works acts as the Floodplain Administrator in Mono County. In order to determine if your parcel is located within a SFHA where Flood Plain Regulations apply, please contact the **Department of Public Works at Post Office Box 457, 74 North School Street, Bridgeport, California, 93517, (760)932-5440, fax (760)932-5441, or email [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)**. You will need to have the Assessor's Parcel Number and the name of the owner(s) to obtain a flood-plain determination on a parcel.

Typically, development within a floodplain triggers minimum elevation requirements, flood-resistant construction below the base flood elevation, venting of storage areas or under-floor spaces, and protection of utilities. These issues will need to be addressed on the building plans submitted with a building permit application. In areas where base flood elevations are available, a preliminary elevation certificate will also be required. The certificate needs to be prepared by a registered professional engineer or land surveyor.

In some areas of Mono County, a floodway has also been identified by FEMA. A floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential. Encroachments (including fill, new construction, substantial improvements, and other development) are prohibited in the floodway unless certification from a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood (100-year) discharge.

# DEVELOPMENT STANDARDS – FLOOD PLAIN REGULATIONS

(excerpted from Chapter 21, Mono County General Plan, Land Use Element)

## **21.160 Standards of Construction**

In all areas of special flood hazard the following standards are required:

### **A. Anchoring**

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movements of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
2. All manufactured homes shall meet the anchoring standards of Section 21.190.

### **B. Construction Materials and Methods**

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
3. All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

### **C. Elevations and Floodproofing**

1. New construction and substantial improvement of any structure shall have the lowest floor, including basement, elevated to or above the base flood elevation (i.e., the depth number specified in feet on the FIRM), or at least two feet above the highest adjacent grade if no depth number is specified. Nonresidential structures may meet the standards in Section 21.160 – C2. Upon the completion of the structure the elevation of the lowest floor including basement, shall be certified by a registered professional engineer or surveyor, or verified by the county building inspector to be properly elevated. Such certification or verification shall be provided to the Floodplain Administrator.
2. Nonresidential construction shall either be elevated in conformance with Section 21.160-C1 together with attendant utility and sanitary facilities:
  - a. Be floodproofed so that, below the base flood level, the structure is watertight with walls substantially impermeable to the passage of water.
  - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
  - c. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the Floodplain Administrator.
3. Require, for all new construction and substantial improvements, that fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
  - a. Either a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of flood waters; or
  - b. Be certified to comply with a local floodproofing standard approved by the Federal Insurance Administration.
4. Manufactured homes shall also meet the standards in Section 21.190.

## **21.170 Standards for Utilities**

- A. All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.
- B. On-site waste disposal systems shall be located to avoid impairment to them, or contamination from them during flooding.